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ABSTRACT

This handbook provides FY (fiscal year) 2002 guidelines developed by the Library of Michigan for administering LSTA (Library Services and Technology Act) grants. The first section provides an overview of the LSTA program. The second section gives the grant timeline for FY 2002. The third section describes the award process, including award notification, grant administration workshops, and LSTA forms. The fourth section outlines general administration guidelines for all funding areas. The fifth section covers reimbursement policies and procedures, including eligible costs, printed items, professional services, travel, ineligible costs, reimbursement documentation, the reimbursement form, the invoice summary form, source documents, the timekeeping report form, and the equipment inventory form. The sixth section addresses ownership of federally funded equipment, including title and disposition. The seventh section describes project revision, including scenarios that require project revision, the procedure to request a project revision, and incomplete projects without approved project revision. The eighth section summarizes property and services procurement, and the ninth section addresses copyrights. The tenth section describes reports, including interim reports, final reports, and site visits. The eleventh section covers single audit requirements and costs. The twelfth section addresses records retention. Appendices include mail and phone information, a glossary, a schedule of travel rates, and several required forms. (MES)

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FY 2002 Library Services and Technology Act

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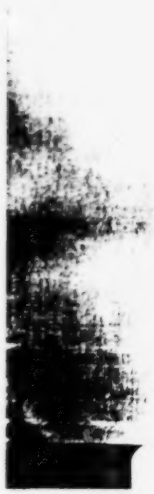
Grant Administration Handbook



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Dear Colleagues:

Congratulations on receiving an LSTA grant award! Your hard work invested so far will pay off in the realization of your project s goals. Through your efforts, the target population of your project will benefit and overall library service will be improved.

Now the action phase of your project may begin, and to help get you oriented to the procedures you will need to follow, we have compiled this Grant Administration Handbook for your use. You will receive training in grant administration as well, which should give you the tools necessary to complete your project successfully.

Good luck to you all. I look forward to hearing about the outcomes of your projects.

Christie Pearson Brandau
State Librarian

FY 2002 Library Services and Technology Act Grant Administration Handbook

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Library of Michigan

FY 2002 Library Services and Technology Act Grant Administration Handbook

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I. INTRODUCTION

This handbook is designed to provide guidelines for administering your LSTA grant, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention. The guidelines should be followed carefully to ensure a successful project. The handbook can be useful for everyone involved with the project.

This grant is funded under the Library Services and Technology Act (LSTA), administered by the Institute of Museum and Library Services. The Library of Michigan administers the grant program in Michigan and is responsible for developing a state plan within the federal guidelines. This federal program has two broad purposes:

- ¥ to encourage library technology and networking among all types of libraries; and
- ¥ to provide assistance to those having difficulty in using libraries.

Goals for the improvement of library service, as well as the specific programs and services to be funded have been identified in the ***Library Services and Technology Act Five Year State Plan for Michigan October 1, 1997 - September 30, 2002***, published by the Library of Michigan. The state plan is implemented through annual LSTA programs, services, and grants.

The Library of Michigan hosts an LSTA listserv. You may subscribe by visiting http://lists.libraryofmichigan.org/mailman/listinfo/lsta and providing subscription information to get started as a member of the list.

The LSTA list provides an online forum for the discussion of issues related to the implementation of the Library Services and Technology Act, including questions from applicants about the competitive grant program, and comments on the five year state plan. The list is intended for use by the Michigan library community. In addition to the discussion generated by its subscribers, this list will include postings by the Library of Michigan staff for purposes of clarification of the grant program and sharing of funding announcements.

II. FY 2002 GRANT TIMELINE

Award Announcement Letters and Grant Contracts Mailed	October 2001
Grant Administration Workshops	November/December 2001
Project Revision Deadline	February 28, 2003
Expenditure Deadline	April 30, 2003
Reimbursement Request Deadline	May 30, 2003
Final Narrative Report Due	July 31, 2003

III. AWARD PROCESS

Award Notification: A letter and grant contract will be sent from the State Librarian to announce the award of an LSTA grant. A grant contract will be prepared and executed with each grantee and fiscal agency. It will identify the responsibilities of the grantee and the Library of Michigan.

Grant Administration Workshops: Each grant recipient will be required to attend a grant administration workshop presented by Library of Michigan staff. The workshop is designed to provide project management information to administer an LSTA grant effectively. The grant administrator must attend the workshop to maintain eligibility for the grant. Library directors, fiscal agents or others involved in the project are also welcome and encouraged to attend.

LSTA Forms: All forms needed to administer the LSTA project are included in the award packet. The forms may be reproduced as needed. See Appendix E for a copy of each form.

IV. GENERAL ADMINISTRATION GUIDELINES —The following guidelines apply to **ALL** grant funding areas.

- Grantees are strongly encouraged to implement their project as soon as the contract is executed. The expenditure period is approximately 18 months long.
- All LSTA project activities must occur within the expenditure period identified in the grant award notification. Project costs and obligations incurred prior to or beyond the expenditure period will not be reimbursed.
- Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees are a local policy matter.
- Notify the Library of Michigan of any changes in personnel that administer the grant program using the LSTA Change in Key Personnel form (Appendix C).
- When issuing statements, press releases, requests for proposals, bid solicitations, an other documents describing projects or programs funded in whole or in part with federal money, all grantees must clearly state: (1) the percentage of the total costs of the program or project which will be financed with federal money; (2) the dollar amount of federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-government sources.
- If the authorized official fails to respond to a request for information, the Library of Michigan may contact the Board Chairperson to obtain needed information or to prevent the lapse of federal funds.

V. REIMBURSEMENT POLICIES AND PROCEDURES

Eligible Costs: Funds must be expended solely for the purposes described in the approved grant project proposal or approved project revision. When items are purchased that are not specifically mentioned in the grant proposal, the grantee runs the risk of covering those expenditures with local funds. The Library of Michigan retains the right to deny reimbursement for items that are not described sufficiently in the grant proposal, or to approve such expenditures after proper authorization has been obtained.

Funds are available to grantees only on a reimbursement basis. The Library of Michigan will reimburse the grantee when:

a. The grantee has received the goods and/or services;
b. The grantee has paid for the goods and/or services; and,
c. The grantee submits the LSTA Reimbursement Request with supporting documentation to the Library of Michigan.

Recipients of grants falling under the Collaboration and Partnership funding area shall submit all the required reimbursement documentation, following the procedures in Section V of this publication. All reimbursement payments will be made at 75% of the total reimbursement requested. The 25% local match is the responsibility of the grant recipient.

Printed Items: Include a complete copy or sample of promotional materials with your Reimbursement Request when those costs are claimed as part of the grant. The following statement must be included on all printed or promotional materials funded by LSTA dollars or publicity about the LSTA project:

> **This pr oject is funded with a Library Services and Technology Act grant from the Institute of Museum and Library Services, administered by the Library of Michigan.**

Professional Services: Grantees may contract for services from individual libraries, library cooperatives, or other entities. Rules regarding reimbursement vary depending upon the type of service provider. In most cases a contract is not required for professional services to be provided by unrelated entities. In cases in which a contract is utilized, the contract must be executed by the Project Revision Deadline of February 28, 2003. Documentation submitted for reimbursement must be on an invoice, on the letterhead of the service provider, or on the LSTA Record of Professional and Contractual Services form.

Professional services to be provided by another library or library cooperative must be documented to reflect an arms-length transaction. Invoices submitted for reimbursement must contain the dates when the services were performed and a description of the services and charges for the services. They must be on the letterhead of the service provider.

Contracts over $2,000 that include services performed by laborers or mechanical workers (i.e. carpentry, alteration, electrical, or painting) are covered by the Davis Bacon Act as well as other related federal acts. These contracts would require payment of federally established prevailing wages and fringe benefits. If you suspect that your project involves this type of contractual situation, contact the Library of Michigan for further information before signing any contracts. LSTA funds, in general, are not used for projects when the Davis Bacon Act applies.

Travel Reimbursements: Travel costs may only be incurred when they are in direct support of project objectives. Mileage requests require a beginning and ending destination, as well as the purpose of the travel. Expenses for lodging must be supported by dated receipts.

Travel costs for grantee staff are limited to rates established by the State of Michigan that are in effect at the time the expense is incurred. Reimbursements must be documented on LSTA Travel Reimbursement forms. See Appendix D for the maximum travel rates and list of select cities in effect at the time of publication.

Ineligible Costs: The following items are examples of costs **not eligible** for reimbursement:

a. Food and beverages provided at workshops, meetings, or open houses
b. Fringe benefits
c. Payroll taxes
d. Photocopiers
e. Sales taxes
f. Transportation equipment
g. Overhead and indirect costs
h. Construction costs

Reimbursement Documentation: See Appendix E for a sample of each form.

LSTA Reimbursement Request - This required form is used to submit reimbursement requests for expenses incurred for the project. The form must have original signatures of the grant administrator and fiscal agent. Use the Change of Key Personnel form to notify the Library of Michigan should either of these individuals change during the life of the project.

The Library of Michigan must receive all completed Reimbursement Requests, including all attachments, no later than May 30, 2003, unless a project extension has been approved by the Library of Michigan. If it is determined that information is missing from the Reimbursement Request during the Library of Michigan s review, the Reimbursement Request may be returned to the grantee in its entirety, along with a letter that identifies what additional information is needed.

When complete information is received with the Reimbursement Request, the Library of Michigan will release a payment promptly. The grantee should staple the reimbursement check stub to the file copy of the Reimbursement Request after it has been received from the Michigan Department of Treasury. This will help create an audit trail to identify the source of funding.

LSTA Invoice Summary - This required form must be submitted with the Reimbursement Request. It summarizes the project expenditures for which reimbursement is being requested.

Source Documents - A legible copy of each vendor invoice documenting that the transaction occurred within the expenditure period is **required** for each reimbursement request. Invoices must be dated and include the quantity, unit cost, and accurate descriptions of goods and/or services provided. For online purchases, a vendor order confirmation showing the date ordered, description of the item ordered, and price for each item, shipping and other charges, may be accepted in place of the invoice. Packing slips that include the above information are acceptable when the vendor does not provide an invoice.

LSTA Timekeeping Report Form - This form is **required** when grantees are requesting reimbursement for activities supported by individuals who are included on the library s regular payroll, as specified in the approved project proposal. Fringe benefits and overtime rates paid by the grantee are not eligible for reimbursement. The LSTA Timekeeping Report form must be used for every LSTA-funded library employee to claim reimbursement for wages. Library employee wages are allowable only when:

1) the employee is on the library s payroll;
2) the functions supplement, not supplant, activities normally carried out by the library;
3) the wage is appropriate and reasonable for the LSTA activity; and,
4) the functions are allowed under the LSTA program guidelines.

Only staff hours actually funded by the LSTA award should be recorded on the timekeeping form. The hours worked for the weekly periods must be multiplied by the pay rate and recorded in the lower right-hand section of the timekeeping report. The number of hours recorded on the time sheets must tally with the number of hours for which reimbursement is requested. The employee and the supervisor must sign and date all time sheets submitted to the Library of Michigan for reimbursement.

LSTA Equipment Inventory Form - This form documents all tangible, non-expendable personal property with a useful life of more than one year and an acquisition per-unit cost of $5,000 or more. Information to be completed on the Equipment Inventory form includes:

1) A description of the equipment, including the manufacturer s model and serial number.
2) Acquisition cost, or the net invoice price of the equipment, including the cost of installation, transportation, testing and similar preparatory costs, modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired.
3) Vendor from whom the equipment was purchased.
4) Date equipment was received by the library.
5) Location of the equipment in the library.
6) Percentage of acquisition cost paid by LSTA funds.
7) Report whether the equipment purchased is actually being used by the library patrons and/or personnel.
8) Any final data such as information on the transfer or disposition of equipment. List the date, sale price, or method used to determine fair market value, where applicable. (See section VI.)

Equipment purchased with grant funds is subject to certain federal regulations (45 CFR 1183.32) and state guidelines and should be identified with a faceplate to be provided by the Library of Michigan.

A separate equipment inventory form must be maintained for each LSTA grant project and submitted to the Library of Michigan with the Reimbursement Requests for the inventoried items.

VI. OWNERSHIP OF FEDERALLY FUNDED EQUIPMENT

Title to equipment acquired under an LSTA grant vests upon acquisition in the grantee. Equipment shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported with federal funds, regardless of purchase cost or current value.

Local procedures for managing equipment must, at a minimum, adhere to the following requirements:

a. Property records must be maintained, and include a description of the property, a serial number or other identification number, the source of property, title holder, the acquisition date, the cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. A copy of the inventory must be submitted to the Library of Michigan.

c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

d. Adequate maintenance procedures must be developed to keep the property in good condition.

e. Proper sales procedures must be established to ensure the highest possible return if the grant recipient is authorized or required to sell the property. Grant recipients assume any expenses incurred from selling LSTA funded equipment. There is no provision for using any of the sale proceeds to cover expenses.

Disposition is an action which reduces a grantee s control of LSTA funded equipment. Disposition includes, but is not limited to: selling, loaning, exchanging, trading in, transferring, donating, destroying, or using the equipment for purposes other than supporting the authorized LSTA project.

When acquiring replacement equipment, the grantee may use the equipment to be replaced as a trade-in, or sell the property and use the proceeds to offset the cost of the replacement property, subject to prior approval by the Library of Michigan.

Fair market value is the estimated amount (appraisal value) that could be received for an asset in a transaction with a neutral party in an open market at a point in time. It is the price for which the asset could be sold in an arms-length transaction between unrelated parties.

For equipment with a fair market value of $5,000 or more: The grantee may retain or sell the equipment and the federal government shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the federal government s share of the equipment. This amount is payable to the Library of Michigan as the administrative agency for the LSTA grant. All disposition of such equipment must have prior written approval from the Library of Michigan.

For equipment with a fair market value of less than $5,000: The grantee may retain, sell, or otherwise dispose of the equipment with no further financial obligation to the federal government. If the item was reported on an LSTA Equipment Inventory form, notice of such disposition must be reported to the Library of Michigan.

VII. PROJECT REVISIONS

Project revisions are required for the following scenarios:

- Objective/Activity Revisions occur when an objective will not be accomplished as approved, when a grantee wants to change an activity that was approved, or for an activity not included in the approved project proposal or a previously approved revision. Most revisions of this nature will also include fiscal changes in the project s objective and summary budgets.

- Major Budgetary Revisions occur when a single change, or the cumulative total of a number of changes, exceeds ten percent of the amount of the grant award. Changes of this magnitude, although driven by budget adjustments or price changes, may possibly affect the ability of the grantee to carry out the project as originally approved.

A project revision is not required if cumulative adjustments to previously approved activities are ten percent or less of the grant award, and the overall scope and specific objectives of the project do not change.

Procedure to request a project revision:

To request approval, the grantee must submit a Project Revision form. All Project Revision forms must be filed by the project revision deadline of February 28, 2003. It is strongly recommended that the grantee obtain prior written approval from the Library of Michigan before carrying out a project revision. If the grantee carries out the project revision before receiving approval from the Library of Michigan, the grantee runs the risk of covering those expenditures with local funds. Use the project revision form to:

- Describe the proposed project revision. Expain how the revision relates to the goals and objectives of the approved project.
- Show the changes to all Project Objectives, Activities, and Budgets that are affected because of the revision; and

- Revise the Summary Budget.

The same guidelines that were applicable at the time of the grant application continue to apply when project revisions are made.

Incomplete projects without approved Project Revision:

All grant projects must be completed as described in the original project proposal and any approved project revision.

If a grant recipient reaches the end of an LSTA project without acting on one or more of the approved activities, and no project revision or explanation for the incomplete project has been provided to the satisfaction of the Library of Michigan, the grant recipient will be ruled ineligible to apply for LST A funds in the future. The grant recipient will be returned to eligible status after a waiting period of 12 months from the date on which the grant was accepted by the Library of Michigan as satisfactorily completed.

VIII. PROPERTY AND SERVICES PROCUREMENT

All goods and services purchased with federal funds must conform to applicable federal laws and standards (45 CFR 1183.36).

All procurement transactions must be conducted in a manner providing for full and open competition. Procurement by small purchase is a relatively simple and informal method of procurement for securing services, supplies, or property that do not cost more than $100,000. If small purchase procurement is used, price and rate quotations should be obtained from an adequate number of qualified sources.

The grantee must retain sufficient records to detail the procurement method used. These records should include, but are not limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and basis for the contract price.

IX. COPYRIGHTS

The federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use for federal government purposes, the copyright in any work developed under the grant or contract under the grant, or purchased with grant support (45 CFR 1183.34).

X. REPORTS

Interim Reports: During the grant year, the Library of Michigan will send forms for reporting project progress to grantees. These reports request information pertinent to project expenditures, as well as progress on project objectives. This information is required for federal and state reporting and must be submitted in a timely fashion. A copy of this form is included in Appendix E.

Final Reports: The grantee s Final Narrative Report must include achievements, successes/ failures, and the impact of the project on the individuals and communities the library serves. The grantee may find it useful during the course of the project to maintain a file of stories, anecdotes, quotes and comments to include in the final report. Data supporting the evaluation must be included. Final reports must include the number of people served by the project. A copy of the Final Narrative Report form is included in Appendix E.

Failure to submit a Final Narrative Report will result in disqualification for future grant awards. The grant recipient will be returned to eligible status after a waiting period of 12 months from the date on which the grant was accepted by the Library of Michigan as satisfactorily completed.

A Final Expenditure Report will be sent to each grantee after the Library of Michigan has made the final reimbursement. This report confirms the total amount reimbursed for the grantee s project.

Site Visits: LSTA site visits may be conducted by the Library of Michigan on a random basis. A site visit report will be completed by a Library of Michigan representative.

XI. SINGLE AUDIT REQUIREMENTS AND COSTS

Audit requirements for recipients of federal aid are established according to: Single Audit Act of 1984, Public Law 98-502; Single Audit Act Amendments of 1996, Public Law 104-156; in accordance with Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Michigan public libraries are often included in the Single Audit of their units of local government conducted under the state Uniform Budgeting and Accounting Act. When LSTA funds expended equal or exceed $300,000 in a fiscal year, in addition to its normal distribution, the grantee should distribute their audit report and financial statements to the Library of Michigan, Attn: Federal Programs Team.

Any library or fiscal agency that is not included in a Single Audit of a local government unit under the Uniform Budgeting and Accounting Act shall contract with an independent auditor to conduct a Single Audit, in accordance with OMB Circular A-133, when the grantee expends $300,000 or more of federal funds in the grantee s fiscal year.

Auditors should be informed that payments received from LSTA grant awards are 100 percent federal funds under Catalog of Federal Domestic Assistance (CFDA) 45.310, and subject to the Single Audit Act. All auditors shall comply with the Government Auditing Standards when performing these audits.

When a Single Audit is required because of LSTA funds expended, a copy of the prearranged audit contract (audit engagement letter) between the grantee and either the Michigan Department of Treasury or an independent CPA firm must be filed with the Library of Michigan before the final ten percent of an LSTA award can be released. This contract must show when the Single Audit will be performed and the projected completion date. The grantee should submit the Single Audit report to the Library of Michigan as soon as the audit

is completed.

Single Audit costs are allowable charges to LSTA grants only when a Single Audit is required due to LSTA funds expended. Single Audit costs must be included in the approved grant proposal, if reimbursement will be requested.

The allowable amount of reimbursement for Single Audit charges may be calculated as a percentage of the total Single Audit expense. This expense should not exceed the percentage of LSTA funds in relation to the fiscal agency s total federal funds audited. The percentage can be different if cost documentation demonstrates higher or lower actual Single Audit costs for the LSTA funded projects.

If all other documentation is received, projects will be preliminarily closed out by the Library of Michigan prior to completion of the Single Audit report. Approved Single Audit charges will be reimbursed after submission of the completed Single Audit. To obtain reimbursement of Single Audit fees, use the LSTA Reimbursement Request form, supported by a copy of the audit bill with the date paid and check number noted.

The Library of Michigan is responsible for ensuring compliance with federal requirements at both the state and grantee levels. This responsibility includes operating the LSTA program, assuring audit resolution, and maintaining property records.

If there are audit findings, the grantee is required to develop and implement a corrective action plan that addresses the findings and recommendations resulting from its A-133 audit. The Library of Michigan reviews each grantee s Single Audit report and requires that a Single Audit follow-up be sent to the Library of Michigan for inclusion in the grantee s file.

Failure to respond to a Library of Michigan request for audit review follow-up or failure to comply with Single Audit requirements will preclude further participation in the LSTA program.

XII. RECORDS RETENTION

All records for each project must be maintained separately from those of other projects. Accounting records should be supported by source documentation such as canceled checks, paid invoices, and payrolls.

Records must be retained for three years after the date of the final expenditure report or disposition of inventoried equipment. In cases of audit questions, records must be maintained until resolution or three years after the date of the final expenditure report, whichever is later.

Library of Michigan

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Appendices

APPENDIX A

Mailing and Contact Information

All documents should be mailed to the Library of Michigan, Attention: LSTA Team, 717 W. Allegan Street, P.O. Box 30007, Lansing, MI 48909. Call 517-373-1580 or toll free 1-877-479-0021 for all LSTA inquiries. The LSTA team may also be reached via telefax at 517-373-5815.

LSTA Team

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APPENDIX B

Glossary

Authorized Official: The person authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Board Chairperson: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the Authorized Official is the highest level official who can authorize the library s participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Collaboration: Partnering with other libraries, community organizations or other relevant agencies on the proposed project in which all partners are working together and expending effort in some fashion on making the proposed project a success. Letters of support are not considered collaborative effort unless the authors of the letters are actively involved in the planning, funding, and/or implementation of project activities. Each collaborating partner makes a contribution towards the success of the project.

Expenditure Period: Project costs and obligations must be incurred within the expenditure period identified in the award letter.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, that is issued by the State of Michigan, is made payable to this organization. In some cases, the fiscal agency may be the parent organization, township, county, or school district.

Fiscal Agency s Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project application, Reimbursement Request forms, and the final narrative report at the project s completion. The grant administrator may be the library director or any other staff member assigned to undertake the responsibilities of implementing the project. The grant administrator and fiscal agent may be the same individual.

Grant Contract: A binding legal document that authorized the implementation of the proposed project and records the legal obligations of the parties to the contract. It must be signed by the board chairperson, authorized official, the fiscal agent, and the State Librarian who is the state administrator of LSTA program.

Grant Period: This period is the contract period specified in the contract document.

LSTA Purposes: Sec. 231 of LSTA states that directly, or through grants, state library administrative agencies are to expend at least 96% of LSTA funds for:

1. a. establishing or enhancing electronic linkages among or between libraries;
   b. electronically linking libraries with educational, social or informational services;
   c. assisting libraries in accessing information through electronic networks;
   d. encouraging libraries in different areas, and encouraging different types of libraries to establish consortia and share resources; or
   e. paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
2. targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line, as defined by the Office of Management and Budget (OMB) and revised annually in accordance with Section 673(2) of the Community Services Block Grant Act (42 USC 9902[2]) applicable to a family of the size involved.

Multitype Cooperation: Defined as networking and collaborative partnerships among all types of libraries with local government, day care, senior centers, residential adult facilities or any other local agency that participate in multitype projects, such as, union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Target Benchmark: A quantifiable measure of the impact of the project. It is the success point, e.g. to reduce staff time working on overdues by 40% within six months; to increase circulation by 15% within the next year; to add 1,000 titles to the juvenile collection by the end of the year.

APPENDIX C

LSTA Change in Key Personnel

Use this form to notify the Library of Michigan of changes for the applicant library.

Library Name:

Project Number(s):

Former Library Name (if applicable):

As approved:

Fiscal Agent (Name and Title): Grant Administrator (Name and Title):

Authorized Official (Name and Title):

Other (specify) (Name and Title): Other (specify) (Name and Title):

Change(s): (complete only for changed personnel)

Name and Title: Signature: Effective Date:

Email Address: Phone Number: Fax Number:

Name and Title: Signature: Effective Date:

Email Address: Phone Number: Fax Number:

Name and Title: Signature: Effective Date:

Email Address: Phone Number: Fax Number:

I have approved the change(s) in key personnel for administration of the Library Services and Technology Act project(s) listed above.

Name and Title of Board Chairperson or Other Authorized Official:

Signature: Date:

APPENDIX D

Travel Information

SCHEDULE OF TRAVEL RATES
EFFECTIVE JANUARY 1, 2001

MICHIGAN SELECT CITIES (See the following page for the list of locations)

Meals and Lodging	
Lodging (Actual cost supported by receipts)	$65.00
Breakfast	8.50
Lunch	8.50
Dinner	21.00

MICHIGAN ALL OTHER CITIES

Meals and Lodging	
Lodging (Actual cost supported by receipts)	$65.00
Breakfast	6.75
Lunch	7.25
Dinner	16.50

OUT-OF-STATE SELECT CITIES (See the following page for the list of locations)

Meals and Lodging	
Lodging (Actual cost supported by receipts)	
Breakfast	$11.00
Lunch	11.00
Dinner	22.00

OUT-OF-STATE ALL OTHER CITIES

Meals and Lodging	
Lodging (Actual cost supported by receipts)	
Breakfast	$8.25
Lunch	8.75
Dinner	20.50

Incidental Costs per day	$ 2.00

Mileage Rates - Private vehicle
Approved Private Vehicle use Rate $.345 per mile

SELECT HIGH COST CITY LIST
EFFECTIVE OCTOBER 1, 2000

MICHIGAN SELECT CITIES AND COUNTIES		
	Cities	**Counties**
Ann Arbor	Mackinac Island	All of Wayne
Auburn	Petoskey	All of Oakland
Charlevoix	Traverse City	
Gaylord		

OUT-OF-STATE SELECT CITIES			
STATE	**SELECT CITY OR COUNTY AS DEFINED**	**STATE**	**SELECT CITY OR COUNTY AS DEFINED**
California:	Death Valley	Maryland:	Ocean City
	Los Angeles		
	Mammoth Lakes	Minnesota:	Minneapolis/St. Paul
	San Diego		
	San Francisco	Missouri:	St. Louis
	San Jose		
	Sunnyvale/Palo Alto	Montana:	Big Sky
	Orange County		
	Yosemite National Park	New Mexico:	Santa Fe
Colorado:	Aspen	New York:	The Bronx/Brooklyn/Queens
	Telluride		Manhattan
	Vail		
		Ohio:	Cincinnati
DC:	Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges County in Maryland.	Pennsylvania:	Philadelphia Pittsburgh
Florida:	Ft. Pierce	Texas:	Dallas
	Key West		
	Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island, and West Palm Beach)	Utah:	Park City
Illinois:	Chicago	Virginia:	Winter Green
Massachusetts:	Boston	Washington:	Seattle
	Cambridge		
	Martha's Vineyard		
	Nantucket		

APPENDIX E

Required Forms

Library of Michigan

LSTA REIMBURSEMENT REQUEST

Send to: Library of Michigan, Attention: Federal Programs Team
P.O. Box 30007, 717 West Allegan Street, Lansing, MI 48909

Grantee

Street Address

City State Zip

Phone

Fiscal Agency (*If Different*)

Street Address

City State Zip

Project Number | Federal Employer No. of Fiscal Agency

$ Award Amount | $ Amount Requested

Did you remember to include:

Invoice Summary ____

All invoices to support request ____

Is this your final Reimbursement Request?

☐ Yes ☐ No

I have reviewed all documents included with this Reimbursement Request and certify that they are accurate and for activities approved in the grant application.

Signature: Fiscal Agent

Type Name/Title

Signature: Grant Administrator

Type Name/Title

Date Submitted _____

LM Staff Only

Amount approved: $ _____

Request approved by: _____ Date: _____

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Library of Michigan

LSTA INVOICE SUMMARY

Grantee: _____

Project #: _____

Payee/Vendor Name:	Invoice Total:	LSTA Amount Requested:	Budget Category:	Project Objective Number:	Date Paid:	Check Number:

Page Total $ _____ **A complete, legible copy of each invoice must be attached to this form.**

Total of LSTA Invoice Summary Pages $ _____ (Transfer to LSTA Reimbursement Request Form)

Library of Michigan

LSTA INVOICE SUMMARY

WITH 25% LOCAL MATCH

Grantee: _____

Project #: _____

Payee/Vendor Name:	Invoice Total:	Eligible LSTA Amount:	Budget Category:	Project Objective Number:	Date Paid:	Check Number:

Page Total of Eligible LSTA Amount $ _____

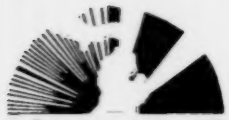
75% of Eligible LSTA Amount $ _____

Total of LSTA Invoice Summary Pages $ _____

A complete, legible copy of each invoice must be attached to this form.

(Transfer to LSTA Reimbursement Request Form)

8/01



LSTA RECORD OF PROFESSIONAL SERVICES

Payee _____

Address _____

City _____ State ____ Zip Code _____

Telephone # _____

Date of Service _____

Location of Service _____

Compensation $_____

Description of Services Performed _____

_____

_____

Professional _____
Name/Title

_____ _____
Signature Date

Grantee: _____

Project #: _____

Grant Administrator: _____
Name/Title

_____ _____
Signature Date

8/01

Library of Michigan

LSTA TIMEKEEPING REPORT

Grantee: _____

Project #: _____

Record hours in block of time,
e.g., 3.5 hours - rather than time range

Pay Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								
_____ to _____								

Total Hours _____

Multiplied by Pay Rate $ _____

(Transfer total to LSTA Invoice Summary form) **Total Requested** $ _____

Employee _____
(Printed) *(Signature)* *(Date)*

Supervisor _____
(Printed) *(Signature)* *(Date)*

8/01

Library of Michigan

LSTA TRAVEL REIMBURSEMENT

Grantee: _____

Project #: _____

Employee Name: _____

Date	Purpose (Include Beginning/Ending Destinations)	Miles Traveled	Airfare (Receipts Req.)	Meal Costs	Lodging (Receipts Required)	Misc. (Parking etc.)

Total Miles _____

Mileage Rate x .345

Mileage Total _____

Airfare Total _____

Meals Total _____

Lodging Total _____

Misc. Total _____

Total Travel Reimbursement Request _____ (Transfer to LSTA Invoice Summary form)

Signature: _____

Date: _____

Library of Michigan

LSTA EQUIPMENT INVENTORY

Grantee: _____

Project # _____ Date: _____

Item description including model and serial number	Acquisition Cost [1]	Vendor	Date Received	Physical Location	Federal Share % [2]	In Use (yes/no)	Disposition Data [3]

1 The net invoice price of the equipment if $5,000 or more per unit, including the cost of installation, transportation, testing and similar preparatory costs, modifications, attachments, accessories, or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired.

2 Percentage of acquisition cost paid by LSTA funds. If fully funded by LSTA, indicate "100%."

3 Information on the ultimate transfer, or disposition of the equipment. List date and sales price, or method used to determine fair market value when applicable.

Library of Michigan

LSTA Change in Key Personnel

Applicant Library Name

Project Number(s)

Former Library Name (If applicable)

As Submitted on Application:

Fiscal Agency

Fiscal Agent (Name and Title)

Grant Administrator (Name and Title)

Authorized Official (Name and Title)

Other (specify) (Name and Title)

Change(s):

Name and Title	Signature Required	Effective Date
Email Address	Phone Number	Fax Number
Name and Title	Signature Required	Effective Date
Email Address	Phone Number	Fax Number
Name and Title	Signature Required	Effective Date
Email Address	Phone Number	Fax Number

Fiscal Agency

I have approved the change(s) in key personnel for administration of the Library Services and Technology Act project(s) listed above.

Name and Title of Authorized Official

Signature Date

8/01

Library Services and Technology Act
FY 2002 Grant Project Revision

Briefly describe the proposed project revision. Explain how the revision relates to the goal and objectives of the approved grant application.

Grantee: _____

Grant Administrator: _____

Amount Awarded: $ _____ _____
Project Revision Date

Project #: _____ _____ _____
Grant Administrator Signature

Library of Michigan FY 2002 LSTA Grant Project Revision

Grantee: _____

Objective Detail

Revised Objective # ____: **Replaces Objective # ____:**

Project Activities:

Budget for this Objective:

Budget Category	Explanation Provide supporting calculations, e. g., 1,000 brochures @ .03	Amount Requested
		Total $

Revised Summary Budget for the LSTA Project

Budget Categories:		Approved:	Proposed:
A.	Communications	_____	_____
B.	Library Materials and Supplies	_____	_____
C.	Professional Services and Costs	_____	_____
D.	Promotion and Outreach	_____	_____
E.	Technology	_____	_____
F.	Training	_____	_____
G.	Miscellaneous	_____	_____
	TOTAL	$_____	$_____
	Less 25% Local Match	$_____	$_____
	Total LSTA Dollars Requested	$_____	$_____

_____ Grantee

_____ Project Revision Date

_____ Project Number

_____ LSTA Team Approval & Date

Library of Michigan

Library Services and Technology Act (LSTA)

Interim Report

Library Name: _____ Project No.: _____

Grant Administrator: _____

Title of Project: _____ Award Amount: _____

FY 2002 Grant Expenditures Worksheet

Please enter the LSTA expenditures incurred from the start of your grant through September 30, 2002. List expenditures separately by classification on the lines provided.

1) Reimbursement **received** from Library of Michigan. $ _____
2) Reimbursement requested from Library of Michigan but **not** received by your library. _____
3) Amount paid to employees or vendors; reimbursement **not** yet requested from Library of Michigan. Report only the amounts for which you will request reimbursement. _____
4) Amount invoiced to your library (invoices dated prior to October 1, 2002) but not yet paid to vendors. Report only the amounts for which you will request reimbursement. _____

Total Grant Expenditures Through September 30, 2002 (total lines 1-4) $ _____

FY 2002 Progress Report

In the space provided, briefly summarize project activities and accomplishments towards meeting the project's goals and objectives. Also, briefly describe what impact the project has had on your library's services.

_____ _____ _____

Authorized Official | Authorized Official (signature) | Date

Please return this completed form to the Library of Michigan, Federal Programs Team no later than October 18, 2002.

Fax (517) 373-5815

8/01

Library of Michigan

Library Services and Technology Act (LSTA)
FY 2002 Grant
Final Narrative Report

Grantee: _____

Project Number: _____

Title of Project: _____

Grant Administrator: _____ **Signature** _____

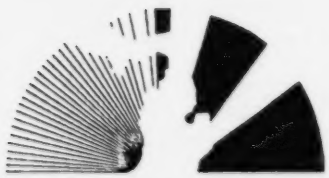
1. Restate the project's goals and describe how they were met.
2. Restate the project's objectives, including benchmarks, and describe how they were met.
3. Describe the impact of the project on your patrons and community. Include anecdotes, comments, and letters.
4. Describe the impact of the project on staff.
5. Describe the impact of the project on funding.
6. Describe the impact of the project on collaboration.
7. Indicate the estimated number of persons served by the project. If different from the estimate on the application, explain the difference.
8. Describe the overall planning and implementation of the project, including information about adjustments and revisions made during its implementation. In retrospect, are there things you would do differently?
9. Describe evaluation methodologies used.
10. Describe project promotion activities. Attach copies of publicity materials and any photographs of project activities.
11. Describe the plans to continue the project. Include how evaluation results will be used for future planning.
12. We are interested in your opinion on future uses of federal funds in Michigan. What additional areas of community or patron needs could be addressed?

Return original and 2 copies to the Library of Michigan by July 31, 2003

8/01

FY 2002 GRANT TIMELINE

Award Announcement Letters and Grant Contracts Mailed	**October 2001**
Grant Administration Workshops	**November/December 2001**
Project Revision Deadline	**February 28, 2003**
Expenditure Deadline	**April 30, 2003**
Reimbursement Request Deadline	**May 30, 2003**
Final Narrative Report Due	**July 31, 2003**



Library of Michigan

717 West Allegan Street
P.O. Box 30007
Lansing, MI 48909-7507

http://www.libraryofmichigan.org
Phone: 517-373-5614
Toll-free: 1-800-992-9012

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U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

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